

Michigan Department of Education Office of Special Education & Early Intervention Services

## **CONTINUING TEMPORARY APPROVAL FOR DIRECTOR OF SPECIAL EDUCATION Policy & Criteria**

### **POLICY**

1. An employer must request continuing temporary approval for a candidate who continues to be employed in successive school years as a director of special education, but who has not met all the coursework requirements or has not fulfilled one school year of full time successful employment as a director of special education.
2. A candidate for continuing temporary approval as a director of special education must have received temporary or continuing temporary approval as a director of special education in the previous school year.
3. A candidate for continuing temporary approval as a director of special education who has not completed all coursework necessary for full approval must have completed 6 semester or 9 term hours toward full approval as a director of special education, prior to September 1 of the school year in which continuing temporary approval is requested.
4. A request for approval must be received by the Michigan Department of Education during the school year (July 1 to June 30) in which the effective date applies. Approval requests received after June 30 of the applicable school year will not be processed.
5. Continuing temporary approval as a director of special education is transferable from one employer to the next.
6. Continuing temporary approval as a director of special education expires at the end of the school year for which it is issued.
7. Continuing temporary approval as a director of special education is effective from the beginning of the school year in which it is requested or the date of employment in the position of director of special education, whichever is later.
8. For candidates who had completed all coursework requirements at the time of previous application for temporary approval or continuing temporary approval as a director of special education, and completion of all educational requirements has been documented on a previous university/college recommendation form (REC: ADMIN), no university/college recommendation is required for continuing temporary approval.

### **CRITERIA**

1. The candidate must hold full approval or endorsement in at least 1 area of special education.
2. The candidate must have received temporary approval as a director of special education in the previous school year and will continue to be employed as a director of special education during the succeeding school year.
3. The candidate's university/college of training must provide evidence indicating that at least 6 semester or 9 term hours of coursework towards full approval as director of special education was completed between September 1 of the previous school year and August 31 of the current school year.
4. If all educational requirements have been completed in the previous school year, this candidate may need to continue employment under continuing temporary approval to complete the one year of successful experience as a director of special education, required for full approval. In this case, a previous university/college recommendation must have documented the completion of all educational requirements.

## **PROCEDURES**

### **The employer (LEA/ISD/State Agency -Facility) must:**

1. Initiate the request by completing the Continuing Temporary Approval for Director of Special Education form. The following information **MUST** be completed:
  - a. Candidate and Assignment information (ISD will complete code numbers) See Policy #4.
  - b. Questions 1,2 and 4. (Attach documentation)
2. Forward all information to ISD; retain a copy for your records.

### **The ISD will:**

1. Determine if the request is accurate and complete.
2. Forward a copy of request form and all attachments to the university/college of training for a director of special education, if the candidate had not completed all coursework at the time of previous application for temporary or continuing temporary approval, **OR** Submit request electronically to MDE-OSES, if the candidate had completed all coursework for training as a director at the time of previous application for temporary or continuing approval.

### **The University/College will:**

1. Determine if the candidate has completed all coursework necessary for training as director of special education.
  - a. If so, the university/college will complete form REC:ADMIN indicating that all coursework has been completed and the recommended effective date of (continuing) temporary approval by month, day and year.
  - b. If not, the university/college will complete form PV indicating that the candidate has completed 6 semester or 9 term hours of coursework toward full approval as a director of special education prior to September 1 of the school year for which the request is made, and indicating the recommended effective date of continuing temporary approval by month, day and year.
2. Retain a copy of the form REC:ADMIN or PV and all information included in the request.
3. Send a copy of the form REC:ADMIN or PV to the ISD.

### **The ISD will:**

1. Review form REC:ADMIN or PV.
2. Complete Question #3 on the request form.
3. Retain a copy of form REC:ADMIN or PV and all information included in the request.
4. Submit request electronically to MDE-OSE/EIS, and print off approval letter that is generated automatically after submission.
5. Retain a copy of the approval letter. Distribute a copy of the approval letter to the employer.

### **The Employer will:**

1. Distribute a copy of the approval letter to the candidate.